

## Clark Atlanta University Job Description

<b>Position Title:</b>	<b>Program Specialist II</b>
<b>Employee:</b>	
<b>Department:</b>	<b>TRIO/Educational Talent Search (Atlanta Office)</b>
<b>Reports To:</b>	<b>Associate Director Educational Talent Search</b>

### **General Function (Description):**

The Program Specialist II is responsible for providing pre-college services to approximately 300 program participants, 9<sup>th</sup> through 12<sup>th</sup> grades, in Atlanta Public Schools, Coweta and Cobb County. The Program Specialist II is also responsible for implementing the mentoring and tutoring components of the Talent Search program. This is a 10-month position and is grant funded with a current end date of August 31, 2026. Additional funding after the current end dated is expected, providing that the program submits a successful proposal to the U.S. Department of Education.

### **Examples of Duties and Responsibilities:**

- Coordinates a program for including seminars, a parent program, correspondence, telephone contacts and newsletters, workshops and field trips that ensures that 95% of program participants stay in school remain in the program until graduation from high school
- Monitors participant progress throughout high school, implementing test prep courses, financial aid seminars etc. and assist participants with admissions and financial aid applications and work with college admission and financial aid officers so that 75% of graduating seniors enroll in college.
- Recruits program participants meeting federal standards and informs the community about the Talent Search program.
- Conducts workshops on time management, goal setting, career exploration, financial aid, college exploration, and other topics appropriate for pre-college students.
- Implement and develop a mentoring program for high-risk participants that ensure that 90% of these students are promoted to the next grade.
- Travel to target schools at least 3 times a week to conduct group sessions and hold one-on-one counseling sessions with program participants.
- Hires and supervises tutoring staff in the target areas and after school teachers and serve as the primary contact with the target schools.
- Implements a directory of qualified adult volunteers to assist with program events
- Implements parent program and community board to assist with fundraising and other programmatic projects.
- Develop a strong network between the CAU community, target school officials and TRiO-ETS.

- Ensures federal guidelines regarding participant eligibility are met
- Provides academic and financial aid advising to program participants and parents.
- Develops and implements an age and grade level appropriate curriculum for the middle school through high school components
- Maintains student computer database.
- Assist with grant writing and/or research collection related to the program
- Performs other duties as assigned

**Knowledge, Skills and Abilities**

This position requires knowledge of Georgia Board of Regents high school and college performance standards. Must have basic computer skills and knowledge of database management. Must have classroom management skills, be able to gain the confidence of students and demonstrate leadership skills. Candidates must be computer literate including Microsoft Office and database management and have excellent written and oral communication skills. Must be familiar with the electronic FAFSA and Georgia Futures website. Experience should include conducting individual and group counseling sessions. Must have knowledge of appropriate community and government social service agencies.

**Minimum Hiring Standards**

<b>Education</b>	Master’s degree in education, counseling, social work or a related field mandatory.
<b>Years of Experience Required</b>	Three years of experience in related field. The US Department of Education requires Educational Talent Search staff to come from a background similar to that of our prospective students. All candidates who do not come from a low-income background or were not first generation college students must demonstrate knowledge of problems of disadvantaged youth. Furthermore, candidates must be aware of effective methodologies to increase the number of disadvantage youth who stay in school, graduate from high school and enroll in a program of post secondary education. Candidates with previous TRIO experience are preferred.
<b>Years of Management/Supervisor Experience</b>	Minimum of one year experience preferred.
<b>Other Requirements</b>	This position requires driving to target schools and community functions. Target area includes Atlanta, Cobb and Coweta Counties. Some nights and weekend work are part of the scheduled duties. Candidates should have a cell phone and internet access.